

## **GUIDELINES FOR IPAD USE**

iPads provide clients with tools and resources through new technology. They are to be used for client services such as demonstration, instruction, communication, etc. iPads were purchased for each region using the Older Individuals who are Blind (OIB) funds. The Vision Rehabilitation Specialist (VRS) is responsible for care and appropriate use of the iPad.

### **Each VRS is required to adhere to the following guidelines:**

- The iPad must be password protected. The VRS, Regional Administrator and Information Technology Department (ITD) must have access to the password.
- The iPad cannot be taken home unless it has been preapproved by the Regional Administrator.
- Personal or client information on the device is a breach of confidentiality.
- The Regional Administrator may check the iPad at any time to validate appropriate use of the device.

### **Applications (Apps)**

- A free App can be downloaded onto the device if it is appropriate.
- All Apps downloaded should be for demonstration, training, and/or communication.
- The VRS is responsible for maintaining updates to the device.
- Any App which requires purchase must be approved by the Regional Administrator. ITD will complete the download.

### **General Care and Maintenance of the iPad**

The VRS is responsible for keeping the device in good working condition. Every precaution must be taken to prevent damage.

- Only use a clean, soft cloth to clean the screen. Avoid cleansers.
- Cords must be carefully inserted into the iPad to prevent damage.

- A protective case must be on the device at all times.
- Do not leave the iPad in an area of extreme temperatures as it may damage the device.
- To prolong the life of the battery, do not constantly charge it. Let the battery drain before charging.
- Keep the iPad away from food and drinks.
- If the iPad needs repair, please inform the Regional Administrator and the Vision Administrator immediately.